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Human Resource Services

November 1, 2022

Honorable Board of Supervisors
County of Alameda
1221 Oak Street, Suite 536
Oakland, California 94612-4305

SUBJECT: ADOPT SALARY ORDINANCE AMENDMENTS TO 1) UPDATE SUBSECTION 1-1.1 TO ESTABLISH THE CLASSIFICATION OF HUMAN RESOURCES EXAMINATION AND CERTIFICATION SUPERVISOR (JOB CODE ("JC") #0273); 2) AMEND SUBSECTION 3-13.3 TO ADD JC #0273; AND 3) AMEND SECTION 3-12 (HEALTH CARE SERVICES AGENCY) TO ADD SUBSECTION 3-12.96 TO CREATE A FOOTNOTE FOR THE CLASSIFICATION OF DIRECTOR, EMERGENCY MEDICAL SERVICES (JC #5788)

Dear Board Members:

RECOMMENDATION:

Adopt Salary Ordinance amendments to:

- i. Update Article 1, Section 1-1 (Pay Rate Schedules), subsection 1-1.1, to establish one (1) new classification of Human Resources Examination and Certification Supervisor (Job Code ("JC") #0273) located in the Human Resource Services Department ("HRS") effective November 13, 2022;
- ii. Amend Article 3, Section 3-13 (Human Resource Services) to update subsection 3-13.3 to add salary administration criteria for the new classification of Human Resources Examination and Certification Supervisor (JC #0273) effective November 13, 2022; and
- iii. Amend Article 3, Section 3-12 (Health Care Services Agency) to add subsection 3-12.96 to create a footnote for one (1) employee in the classification of Director, Emergency Medical Services (JC #5788) when assigned to oversee the Health Care Services Agency's ("HCSA's") emergency disaster planning shall receive an additional compensation of ten percent (10%) of the base pay effective November 13, 2022.

DISCUSSION/SUMMARY:

Staff recommends that your Board approve establishing one (1) new classification, Human Resources Examination and Certification Supervisor (JC #0273), represented by ACMEA Confidential Unit, in HRS effective November 13, 2022. HRS requested to create this new, single-position classification, to supervise staff assigned to a unit under the HRS Personnel Services Division ("PSD") that oversees countywide examination and certification. Countywide examination and certification functions include promulgating eligibility lists, managing lay-off reemployment lists, processing appointments and separations, and responding to complaints and inquiries. Moreover, the Human Resources Examination and Certification Supervisor (JC #0273) will also be responsible for identifying areas of improvement in existing or new policies and procedures, developing and proposing policies and procedures, preparing communications/reports for the Civil Service Commission, and implementing new projects, as assigned. Staff conducted a salary survey of the five (5) Bay Area counties but did not find sufficient matches for a valid external market survey. However, a review of the internal relationship within HRS determined that the autonomy and scope of responsibility this new classification warrants a ten percent (10%) increase

above the classification of Human Resource Support Supervisor (JC #0277). Therefore, staff recommends establishing the proposed salary range as listed in the Salary Ordinance amendment, effective November 13, 2022. In addition, staff recommends amending Article 3, Section 13 (Human Resource Services), subsection 3-13.3 of the Salary Ordinance to include salary administration criteria for this new classification, Human Resources Examination and Certification Supervisor (JC #0273), effective November 13, 2022.

Further, at the request of HCSA, HRS PSD determined that additional compensation is warranted for one (1) employee in the classification of Director, Emergency Medical Services (JC #5788), when assigned the oversight of HCSA's emergency disaster planning, which includes conducting preparedness and emergency response crisis management and plan development, supporting and coordinating the operation and implementation of all advanced emergency mitigation, response and recovery plans and activities for HCSA, and coordinating emergency training, exercises, education and outreach for HCSA staff and community partners. As such, staff recommends adding a new subsection 3-12.96 to establish a footnote for one (1) employee in the classification of Director, Emergency Medical Services (JC #5788) when assigned the oversight of HCSA's emergency disaster planning to receive an additional ten percent (10%) compensation of base pay effective November 13, 2022. Said footnote will be reviewed by the Director of Human Resource Services on or before November 13, 2024.

FINANCING:

Funds are available in the 2022-2023 Approved Budget and will be included in future years' requested budgets to cover the costs resulting from the recommendation.

VISION 2026 GOAL:

The annual Ordinance adoption meet the 10x goal pathways of **Employment for All** in support of our shared vision of a **Prosperous and Vibrant Economy**.

Very truly yours,

DocuSigned by:

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Joe Angelo, Director
Human Resource Services

- c: CAO
- Auditor-Controller
- County Counsel
- Director, Health Care Services Agency

By 
Kristy van Herick, Asst. County Counsel

O-2022-49

AN ORDINANCE AMENDING
CERTAIN PROVISIONS OF THE 2021 – 2022
COUNTY OF ALAMEDA SALARY ORDINANCE

The Board of Supervisors of the County of Alameda ordains as follows:

SECTION I

Article 1, Section 1-1, Subsection 1-1.1 of the County of Alameda Salary Ordinance is hereby amended thereto of the following job code, title and salary, to be effective as follows:

Job Code	Classification Title	Eff. Date	Unit Code	Step 1	Step 2	Step 3	Step 4	Step 5	FLSA Status
<u>0273</u> <u>SM</u>	<u>Human Resources Examination and Certification Supervisor</u>	<u>11/13/22</u>	<u>R50</u>	<u>3053.60</u>				<u>4092.00</u>	<u>X</u>

SECTION II

Article 3, Section 3-13, Subsection 3-13.3 of the County of Alameda Salary Ordinance is hereby amended, to read as follows:

3-13.3 – Persons employed under Job Codes 0261SM, 0262SM, 0263CA, 0265CA, 0266CA, 0267PA, 0268CA, 0269CA, 0273, 0276CA (effective 10/12/14), 0277SM, 0279CA, 0280CA, 0281SM, 0282CA, 0283CA, 0284PA, 0285SM, 0290EM, 0291PA, 0292SM (effective 4/4/10), 0293SM (effective 8/5/12), and 0296SM (effective 3/11/18), 0463SM (effective 6/9/13), 0464CA (effective 4/9/17), 0466PA, 0467CA, 0468SM, 0471SM, 0473SM, 0474PA, 0477PA, 0479PA, 0482PA, 0483PA and 0294SM (effective 10/8/17) may be compensated at any biweekly amount within the range of salaries shown for that classification as determined by the Department Head.

Provided further that in order to receive a salary in the top five percent (5%) of the salary range, those persons employed under Job Codes 0261SM, 0262SM, 0263CA, 0266CA, 0267PA, 0268CA, 0273, 0277SM, 0280CA, 0281SM, 0282CA, 0284PA, 0285SM, and 0290EM, 0291PA, 0292SM (effective 4/4/10), 0293SM (effective 8/5/12), 0463M (effective 6/9/13), 0466PA, 0467CA, 0468PA and 0473SM must be assigned, on a regular basis, the most difficult and/or sensitive projects, or have administrative/managerial responsibilities not ordinarily part of their on-going assignment, and/or performance evaluations deemed by the Department Head to be extraordinary. It is further provided that the salaries shall not be subject to the Five Step Plan nor to general adjustments prescribed for other County employees.

SECTION III

Article 3, Section 3-12, Subsection 3-12-96 of the County of Alameda Salary Ordinance is hereby added, to read as follows:

3-12.96 - Effective November 13, 2022, not to exceed one (1) employee in Job Code 5788 in the Health Care Services Agency, Office of the Agency Director, who oversees the Health Care Services Agency's emergency disaster planning, shall receive an additional ten percent (10%) compensation of the base pay. This footnote shall be reviewed by the Director of Human Resource Services on or before November 13, 2024.

SECTION IV

This ordinance shall take effect immediately, and before the expiration of fifteen days after its passage, shall be published once with the names of the members voting for and against it in the Inter-City Express, a newspaper published in the County of Alameda.

THE FOREGOING was **PASSED** and **ADOPTED** by a majority vote of the Alameda County Board of Supervisors this **8th** day of **November, 2022**, to wit:

AYES: Supervisors Brown, Haubert, Miley & President Carson – 4

NOES: None

EXCUSED: Supervisor Valle – 1



PRESIDENT, BOARD OF SUPERVISORS

File No: 30913
Agenda No: 18
Document No: O-2022-49



I certify that the foregoing is a correct copy of a Ordinance adopted by the Board of Supervisors, Alameda County, State of California

ATTEST:
Clerk, Board of Supervisors

By: 
Deputy